

22 October 1975

MEMORANDUM FOR: Deputy Director of Personnel  
for Special Programs

SUBJECT : RAD Reports Highlights for  
Week Ending 22 October 1975

Voluntary Investment Plan

(1) C/RAD, along with the Chairman of The Board of Trustees of VIP and the Legal Advisor to the VIP, gave a briefing on the VIP on 20 October to Mr. Mattox of the House Select Committee.

(2) VIP Quarterly Statements for the third quarter of CY-75 are in the process of being distributed to participants.

Division Personnel

Miss [redacted] departed RAD for her new assignment in CPD. Mrs. [redacted] is now the VIP Administrative Officer.

Investigation of CIA - time spent on same

During this reporting period, one hour at the GS-16, step 4 level, was devoted to the investigation of VIP. (40 minutes briefing Mr. Mattox and 20 minutes in advance preparation).

[redacted]

Chief  
Retirement Affairs Division

STAT

STAT  
STAT

Subject: Highlights of Activities for the Control Division  
for the Week Ending 23 October 1975

H. RAO/OP is working on a request from DDA/RMO to account for the use of Social Security numbers on those forms which were identified on Form 3810, Privacy Act Personal Data Solicitation Notification, and to delete the SSN if it is not required. Each office concerned was given its forms for review and accountability. The information will be returned to DDA/RMO for further accountability. Copy attached.

I. FOIA and PA Highlights -- 1 October to 15 October:

1. From 1 October to 15 October there were 169 responses to FOIA requests from DDA/IPS and 4 Privacy Act responses.

STAT

J. Training: Ms. [redacted] are attending Agency Record Officer's Conference at [redacted] STAT  
STAT

K. Special Projects Report:

Activity: (1) SSC - 6 questions about employees Grade GS-15 and above who have changed assignments among Agency directorates.

(2) SSC - [redacted] (requested thru EO/DPers) STAT

Branch: SRB

Personnel:	Hours	Grade
Activity (1)	21	GS-13
	2	GS-07
	1	GS-04

Branch: TRB

Personnel:	Hours	Grade
Activity (2)	2	GS-09
	2:15	GS-09
TOTAL	28:15	